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## NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS BOARD MEETING MINUTES October 18, 2013

### Executive Committee Members

President:	Sandra Gonzalez (Schenectady County Community College)
Past President:	Lynn Burbank (University of Minnesota, Duluth)
President-Elect:	Kent Scheffel (Lewis and Clark Community College)
Treasurer:	Jeannette Carter (Pennsylvania College of Technology)
Secretary:	Greg Kleinheinz (University of Wisconsin Oshkosh)
Member at Large:	Linda Allen (Hawkeye Community College)

### Committee Chairpersons and Representatives

Accreditation Commission:	Jaclyn Dumond (University of Southern Indiana)
Communications Committee:	Brandon Kowallis (Salt Lake Community College)
Governmental Relations Committee:	Doug Binsfield (Central Lakes College)
Membership Committee:	E.J. Anderson (Rio Salado College)
Research Committee:	Diana Johnson (NorthWest Arkansas Community College)
4-Year Private Institutions:	Dennis Waller (Northwest Nazarene University)
4-Year Public Institutions:	Fabiola Jaurez-Coca (Boise State University)
2-Year Institutions:	Karl Madeo (Tompkins Cortland Community College)

**Participating:** All present Executive Committee members, Committee Chairpersons and Representatives; Adam Lowe, Executive Director (Ex-officio).

**Absent:** Lynn Burbank

**Guests:** NACEP Staff Members Kim Mobley and Tanesha Langhorne. Others as noted.

Meeting called to order at 8:35 am.

### Strategic Planning

Sandy and Adam opened the strategic planning session by discussing the progress made by the two action teams since April. Sandy thanked the team leaders – Diana, Greg, and Linda – for ensuring that the momentum was not lost in between meetings. Sandy noted that due to family emergencies neither Peter Swatsburg, our strategic planning facilitator, nor Lynn Burbank, Board liaison for strategic planning, would be present today. Dennis Waller graciously agreed at the last minute to facilitate the

strategic planning session. Dennis reviewed the proposed process and ground rules for the day, and informed the group that he would serve only as the facilitator and step out of his role as a participating and voting Board member. He reviewed the items adopted in the previous strategic planning meeting in April in Chicago and the July phone conference.

1. *Discussion oproposed change to one Objective from Action Team 2*

The Action Team working on Strategic Goal 2 proposed to change Objective 3 from “Create and implement specific public relations actions for the purpose of marketing NACEP to internal and external stakeholders.” to: “Market NACEP to internal and external stakeholders.”

**Jaclyn moved to approve the proposal, Kent second. Motion carried.**

2. *Presentation of Draft Action Steps*

Linda presented the draft action steps her team developed for Strategic Goal #1, and Diana for Goal #2. Preliminary costs for each of the action steps were also presented, along with how they addressed the strategic intent of the objectives. There were a number of comments and ideas on topics, and discussion of the intent of the team. Board members asked a number of questions for clarification. Sandy read comments from Peter in abstentia. Comments were related to wording and combination of objectives and sub-objectives.

3. *Breakout Groups Critique Action Steps*

The Board then broke into seven groups (one for each Objective) to prepare recommendations for improving the wording and intent of each of the Action Steps. Individuals were assigned such that they worked on Action Steps that they had not worked on previously. Recommendations from the breakout groups were made to the full Board for discussion and consensus agreement by the Board.

**After the Board made a number of changes to the Action Steps based on the recommendations and discussion, Dennis called for a vote to adopt the 2014-2016 NACEP Strategic Plan. Motion carried. Dennis abstained.**

**Consent Agenda**

**Moved to approve by Jeannette, second by EJ. Motion carried. No discussion.**

**Non-Consent**

- 1) *Approve Presidential Appointments of Standing Committees, Chairs, Treasurer, and Secondary School Partners Committee.*

Appointed positions on the Board of Directors are appointed by the President and approved by the Board for one year terms. President González submitted the following Committee Chair appointments to the Board for approval:

Communications Committee: Brandon Kowallis (Salt Lake Community College)  
Governmental Relations Committee: Doug Binsfield (Central Lakes College)  
Membership Committee: E.J. Anderson (Rio Salado College)  
Research Committee: Diana Johnson (NorthWest Arkansas Community Coll.)  
Secondary School Partners Committee: Joni Swanson (Mt. Vernon School District)

Brandon, Doug, E.J. and Diana recused themselves from the discussion and vote, and left the room. **Kent moved to approve the President's appointments, Dennis seconded. Motion carried.**

President González submitted the following additional appointments to the Board for approval:

Treasurer: Jeannette Carter (Pennsylvania College of Technology)  
Accreditation Commission Chair: Jaclyn Dumond (University of Southern Indiana)

Jeannette and Jaclyn recused themselves from the discussion and vote, and left the room. **Kent moved to approve the President's appointments, Dennis seconded. Motion carried.**

2) *Accept Treasurer's Report*

Jeannette discussed the balance sheet as of the end of the third quarter. She stated that our cash flow at this time of year is in flux as we are still receiving conference revenue and experiencing our largest expenses of the year for the conference. As of the end of the quarter the balance sheet reflects that our assets are strong and our cash flow sufficient for our needs.

The Profit and Loss Statement was discussed. There were several small questions and the Board was pleased with the detail provided. A number of suggestions for making these reports very clear in the future will be incorporated.

**Motion to approve Greg, EJ second. Motion carried.**

3) *Review of Conference Schedule and Responsibilities, Business Meeting and Board Restructuring Conversations*

Adam discussed the opportunities for the Board members to participate in activities throughout the conference. Registration for the Accreditation Institute was strong again this year and there was surprising demand for the optional Professional Development Academy from our national attendees – it had originally been envisioned as largely drawing a local audience. The conference planning committee was disappointed in the limited conference registration from Florida attendees. The new attendee's breakfast was discussed and all Board members were encouraged to attend to help orient new attendee's to the conference. The Accreditation Commission will hold a breakfast to appreciate Peer Reviewers at the same time, so some Board members may need to run between the two breakfasts.

Sandy encouraged Board members to attend at least one of the two Board restructuring listening sessions. Adam discussed the general session speakers and their background and experience. The format of the NACEP Business Meeting was also discussed and the manner of reporting. Sandy discussed the proposed by-law changes that will be presented to the membership for the vote, and how they are organized in three motions.

4) *Consider a Proposal to Establish a Benevolence Fund*

**Motion to approve the proposal by Greg, Jeannette seconded.**

Jaclyn and Dennis presented a proposal to establish a benevolence fund for gifts for members to commemorate significant life (e.g. death, illness, marriage, births, retirement, etc.). To avoid utilizing membership dollars for remembrances/gifts for past or present Board members, the proposal included a separate fund contributed to by Board members.

Discussion on the need to create a new budget line item to account for such funds and the challenge of identifying appropriate occasions.

**Motion defeated with one abstention.** The Board agreed to voluntarily contribute \$20 to an informal fund to offset Adam's expenses when he sends such gifts on the Board's behalf.

Meeting adjourned 3:35 pm.